Interagency Agreement with

City of Langley

through

the Coronavirus Relief Fund for Local Governments

For

Costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru October 31, 2020.

Start date: March 1, 2020
Scope of Work

This funding is made available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") and Section V and VI of the CARES Act, for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Under the CARES Act, the Coronavirus Relief Fund may be used to cover costs that:

1. **Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); AND**

2. **Are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government.**

These funds may be used to reimburse for expenditures incurred during the period of March 1, 2020 thru Oct. 31, 2020. Please note: In order to ensure all funds have been fully utilized prior to the US Treasury’s December 30, 2020 end date, the State of Washington must closeout contracts by October 31, 2020. All final requests for reimbursement must be received no later than November 15, 2020.

Expenditures must be used for necessary actions taken to respond to the public health emergency. These may include expenditures incurred to allow the local government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

Payments may be used only to cover costs not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either:

1. The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; OR

2. The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The "most recently approved" budget is the enacted budget for the relevant fiscal period for the particular government. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

**Allowable expenditures include, but are not limited to:**

1. Medical expenses such as:
   a. COVID-19-related expenses of public hospitals, clinics, and similar facilities.
   b. Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
   c. Costs of providing COVID-19 testing, including serological testing.
   d. Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
2. Public health expenses such as:
   a. Expenses for communication and enforcement by State, territorial, local, and Tribal
governments of public health orders related to COVID-19.
   b. Expenses for acquisition and distribution of medical and protective supplies, including
sanitizing products and personal protective equipment, for medical personnel, police officers,
social workers, child protection services, and child welfare officers, direct service providers
for older adults and individuals with disabilities in community settings, and other public health
or safety workers in connection with the COVID-19 public health emergency.
   c. Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response
to the COVID-19 public health emergency.
   d. Expenses for technical assistance to local authorities or other entities on mitigation of
COVID-19-related threats to public health and safety.
   f. Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar
employees whose services are substantially dedicated to mitigating or responding to the COVID-
19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such
as:
   a. Expenses for food delivery to residents, including, for example, senior citizens and other
vulnerable populations, to enable compliance with COVID-19 public health precautions.
   b. Expenses to facilitate distance learning, including technological improvements, in connection
with school closings to enable compliance with COVID-19 precautions.
   c. Expenses to improve telework capabilities for public employees to enable compliance with
COVID-19 public health precautions.
   d. Expenses of providing paid sick and paid family and medical leave to public employees to
enable compliance with COVID-19 public health precautions.
   e. COVID-19-related expenses of maintaining state prisons and county jails, including as relates
to sanitation and improvement of social distancing measures, to enable compliance with
COVID-19 public health precautions.
   f. Expenses for care for homeless populations provided to mitigate COVID-19 effects and
enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19
public health emergency, such as:
   a. Expenditures related to the provision of grants to small businesses to reimburse the costs of
business interruption caused by required closures.
   b. Expenditures related to a State, territorial, local, or Tribal government payroll support
program.
   c. Unemployment insurance costs related to the COVID-19 public health emergency if such
costs will not be reimbursed by the federal government pursuant to the CARES Act or
otherwise.

6. Any other COVID-19-related expenses reasonably necessary to the function of government that
satisfy the Fund’s eligibility criteria.
Budget & Invoicing

The Contractor shall determine the appropriate budget and use of funds within the following 6 budget categories and their sub-categories:

1. Medical
2. Public Health
3. Payroll
4. Actions to Comply with Public Health Measures
5. Economic Support
6. Other Covid-19 Expenses

The Contractor shall submit invoice reimbursement requests to the Commerce Representative using the Commerce Contract Management System's (CMS) Online A-19 Portal. Each reimbursement request must include:

2. A-19 Activity Report
3. A detailed breakdown of the expenditures incurred within each applicable budget sub-category on the A-19 Activity Report.

The A-19 Certification and Activity Report templates will be provided with the executed contract. The documents are included in Attachment C and Attachment D for reference.

Receipts and proof of payment for costs incurred do not need to be submitted with A-19s. All contractors are required to maintain accounting records in accordance with state and federal laws. Records must be sufficient to demonstrate the funds have been used in accordance with section 601(d) of the Social Security Act. Commerce reserves the right to audit any costs submitted for reimbursement. The Contractor shall comply with Commerce A-19 audits and provide the appropriate records upon request.
LOCAL GOVERNMENT CORONAVIRUS RELIEF FUNDS CERTIFICATION

I, [FIRST, LAST NAME], am the [TITLE] of [LOCAL GOVERNMENT], and I certify that:

1. I have the authority and approval from the governing body on behalf of the Local Government to request reimbursement from the Department of Commerce (Commerce) per contract number [COMMERCE CONTRACT NUMBER] from the allocation of the Coronavirus Relief Fund as created in section 5001 of H.R.748, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") for eligible expenditures included on the corresponding A-19 invoice voucher for report period [REPORT PERIOD FROM A-19].

2. I understand that as additional federal guidance becomes available, a contract amendment to the agreement between Commerce and the Local Government may become necessary.

3. I understand Commerce will rely on this certification as a material representation in processing this reimbursement.

4. I certify the use of funds submitted for reimbursement from the Coronavirus Relief Funds under this contract were used only to cover those costs that:
   a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
   b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
   c. Were incurred during the period that begins on March 1, 2020, and ends on October 31, 2020.

5. I understand the use of funds pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury\(^1\) and certify costs meet the required guidance. Any funds expended by the Local Government or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to the State of Washington.

Footnote:
6. I understand the Local Government receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 Retention requirements for records of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Such documentation shall be produced to Commerce upon request and may be subject to audit by the State Auditor.

7. I understand any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

8. I understand funds received pursuant to this certification cannot be used for expenditures for which the Local Government has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

[Signature]

Printed Name

Title

Date:
INSTRUCTIONS:

A completed CRF A-19 Certification and Activity Report must be submitted with each A-19 reimbursement request. The A-19 Activity Report must be submitted as an Excel spreadsheet, not a PDF. You must also include a detailed breakdown of the individual expenditures reported in Column F for each applicable sub-category included on the A-19 Activity Report.

There are 6 primary budget categories;
1. Medical Expenses
2. Public Health Expenses
3. Payroll expenses for public employees dedicated to COVID-19
4. Expenses to facilitate compliance with COVID-19-measures
5. Economic Supports
6. Other COVID-19 Expenses

Each primary budget category includes sub-categories and provides an option to add "other" sub-categories not listed.

Follow the below instructions when completing the A-19 Activity Report:

1 REPORT PERIOD - Enter the report period into Cell D1 of the A-19 Activity Report.
   a  This should match the report period entered on the corresponding A-19.
   b  Report period should include MM/DD, e.g. 03/20, March 2020, 03/2020, etc.

2 COLUMN E - Enter the total amount of all previous reimbursement requests submitted to Commerce for each applicable sub-category.

3 COLUMN F - Enter the total amount being requested in the current reimbursement request for each applicable sub-category.

4 COLUMN H: USE OF FUNDS - You must include a general description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds helped address the COVID-19 emergency. If applicable, please consider:
   a  Providing a brief description of the specific activities performed.
   b  Identifying specific populations served.
   c  Identifying specific programs created or utilized.
   d  Including any known or intended outcomes, results, or community impacts.

5 OTHER SUB-CATEGORIES - Budget categories 1-5 include a placeholder to add an additional sub-category if necessary.
   a  Enter a Title for other expenses added within the appropriate budget category.
   b  Enter titles into Cells: D10, D19, D27, D36, and D41.
   c  There is only one "other" placeholder in each budget category section. Please combine multiple "other" sub-categories added to the same budget category.

6 OTHER BUDGET CATEGORIES - Budget category 6 is where you should include any eligible expenditures that don't fall under budget categories 1-5.
   a  Enter a Title for these "other" expenses within budget category 6.
   b  Enter titles into Cells D44 - D48.
   c  There are only 5 entry fields available within Budget Category 6.
### Attachment D

#### Coronavirus Relief Fund

**A-19 Activity Report**

Report Period: [ ]

<table>
<thead>
<tr>
<th>Eligible Expenditures</th>
<th>Previously Reported Expenditures</th>
<th>Current Expenditures this Invoice</th>
<th>Total Cumulative Expenditures</th>
<th>Brief Description of Use of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Medical Expenses</strong></td>
<td></td>
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<tr>
<td>A. Public hospitals, clinics, and similar facilities</td>
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<tr>
<td>B. Temporary public medical facilities &amp; increased capacity</td>
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<tr>
<td>C. COVID-19 testing, including serological testing</td>
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<tr>
<td>D. Emergency medical response expenses</td>
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<tr>
<td>E. Telemedicine capabilities</td>
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<td>F. Other</td>
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<td><strong>Sub-Total:</strong></td>
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<tr>
<td><strong>2 Public Health Expenses</strong></td>
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<tr>
<td>A. Communication and enforcement of public health measures</td>
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<tr>
<td>B. Medical and protective supplies, including ventilation and PPE</td>
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<tr>
<td>C. Disinfecting public areas and other facilities</td>
<td>$ -</td>
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<tr>
<td>D. Technical assistance on COVID-19 threat mitigation</td>
<td>$ -</td>
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<tr>
<td>E. Public safety measures undertaken</td>
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<td>F. Quarantining individuals</td>
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<td>G. Other</td>
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<tr>
<td><strong>3 Payroll expenses for public employees dedicated to COVID-19</strong></td>
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<tr>
<td>A. Public Safety</td>
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<td>B. Public Health</td>
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<tr>
<td>C. Health Care</td>
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<tr>
<td>D. Human Services</td>
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<td>E. Economic Development</td>
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<td>F. Other</td>
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<td><strong>4 Expenses to facilitate compliance with COVID-19 measures</strong></td>
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<tr>
<td>A. Food access and delivery to residents</td>
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<td>B. Distance learning tied to school closings</td>
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<td>C. Telework capabilities of public employees</td>
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<td>D. Paid sick and paid family and medical leave to public employees</td>
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<tr>
<td>E. COVID-19 related expenses in county jails</td>
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<td>F. Care and mitigation services for homeless populations</td>
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<td>G. Other</td>
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<tr>
<td><strong>5 Economic Supports</strong></td>
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<tr>
<td>A. Small Business Grants for business interruptions</td>
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<tr>
<td>B. Payroll Support Programs</td>
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<td>C. Other</td>
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<td><strong>6 Other COVID-19 Expenses</strong></td>
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<td>A. Other</td>
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</tbody>
</table>
Coronavirus Relief Funds for Local Governments
Contract Working Papers

Local Government Name: Langley
COM Contract Number: 20-6541C-224
COM Short Code: CV20224
Grant Amount: $35,850

Instructions:
Before you can receive funds a contract will need to be executed between your local governmental entity and the state. Please follow these steps to get the contracting process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Compile and email these documents to: Karma Shannon-Lawson at karma.shannonlawson@commerce.wa.gov

All grantees are required to set up an SWV number so funds may be sent electronically. Please find detailed instructions here: Office of Financial Management. It may take up to three weeks after you submit this information for an electronic transfer account to be set up. You may immediately submit your contract readiness survey to us; we will automatically receive your SWV number from the office that sets them up.

Thank you for your assistance in making this contract-writing process as quick and easy as possible!

If you have any questions or need additional information, please contact Karma Shannon-Lawson, at karma.shannonlawson@commerce.wa.gov or (360) 810-0185.